

EMPLOYEE:

CLAIM #

Cognitive and Behavioral Job Analysis Form

ALTERNATE FORMAT AVAILABLE



JOB TITLE Personal Recognizance Investigator

JOB CLASSIFICATION Personal Recognizance Investigator

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 195.367-026

DOT TITLE Pre-parole-Counseling Aide

DEPARTMENT Adult and Juvenile Detention

DIVISION Community Corrections

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4 PT, 15 FTE

CONTACT'S NAME & TITLE Chris Womack, Corrections Program Supervisor

CONTACT'S PHONE 206-205-2363

ADDRESS OF WORKSITE

Employees work within a secure jail setting and may be assigned to either the King County Correctional Facility in Downtown Seattle OR the Regional Justice Center in Kent. Employees must be able to work at either the Seattle or Kent facilities. Assignments are subject to the staffing needs of the department and collective bargaining unit bid processes.

VRC NAME Kyle Pletz

DATE COMPLETED 1/22/08

WORK HOURS

This is a 40-hour work week, overtime eligible position. Facilities are operational 24 hours per day, seven days per week. Employees must be able to work a schedule that includes evenings, weekends and holidays and may be subject to mandatory overtime. Work schedule is subject to staffing needs of the department and collective bargaining unit bid process. The employee works either an 8 ½ or 10 ½ hour shift, based on the collective bargaining unit bid process.

OVERTIME (Note: Overtime requirements may change at the employer's discretion) Required, on occasion in accordance with business demand and staffing levels.

JOB DESCRIPTION

Work is performed in the Intake Services Section of the Department of Adult and Juvenile Detention and employees are responsible for interviewing persons newly booked into the jail In order to obtain information that is used to make pre-trial release decisions. The information may be used by staff to make immediate release decisions, or by the court when determining release eligibility at the time of an initial court appearance. Staff provided information is also used by the court for decisions regarding bail, and when evaluating for program eligibility. Duties include contacting references, victims and agencies.

Approximately 1 hour per day is performed directly interacting with defendants, 5-6 hours per day performing computer duties and 1 hour per day talking on the telephone.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

A bachelor's degree with major coursework in criminal justice, social or behavioral sciences, or any equivalent combination of education and direct experience conducting intake interviews, screening, and/or assessing individuals. Most competitive candidates will possess a minimum of one year direct experience conducting intake interviews, screening, and/or completing client assessments. Must have the ability to thoroughly learn and understand emergency response procedures within the jail.

ESSENTIAL FUNCTIONS

1. Interview persons who have been booked into the King County Correctional Facility (KCCF) or Regional Justice Center (RJC) for misdemeanor and felony offenses.
2. Interview defendants, families and crime victims, gathering and verifying information and making basic determinations regarding drug and alcohol abuse or mental illness, or complete other assessments and analysis.
3. Investigates criminal history and personal circumstances affecting defendants' status.
4. Provides interview report to the court including narrative information and release recommendation.
5. Advising and providing information to offenders on PR release, court appearance dates, bail and bond amounts, other pending court matters, community based programming options such as shelters and counsel offenders on personal problems, mental illness, alcohol and drug abuse, financial and employment problems.
6. Conducts a comprehensive conviction and booking history review, and determines the likelihood of an immediate release eligibility and/ or court release recommendation and provides release information to both the court and defendant.
7. Schedules court appearances and as required, appear and present written and verbal reports and recommendations to the courts.
8. Attends meetings and trainings.
9. Participate in staff development activities and backfill co-workers positions in their absence.

10. Contact references, victims, court personnel, probation/parole officers and/or law enforcement personnel to obtain information.
11. Utilize computer systems to input interview data, perform criminal record checks, and access other information systems.
12. Evaluate data from multiple sources in order to make appropriate, objective release determinations and/or recommendations in a timely manner.
13. Write clear and concise reports and recommendations.
14. Maintain accurate records.
15. May backfill for court calendars as needed.
16. Identify and refer special situations to appropriate staff.
17. Respond to questions/concerns from the public, courts, attorneys, agencies, and other department staff.
18. Complete other assignments as needed within area and scope of responsibilities.
19. Employee may be called upon to testify in court in regard to the information obtained from the inmate or related research performed.

OTHER TOOLS & EQUIPMENT USED

Computer, Telephone fax machine, copy machine, pen, pencil, forms etc. The employee uses various software applications including, but not limited to:

AFIS (Automated Fingerprint Identification System) Information

SIP (Subject In Progress) Information

JIS (Judicial Information System)

SCOMIS (Superior Court Management Information System)

MCIS (Municipal Court Information System)

OBTS (Offender Based Tracking System)

NCIC III (National Criminal Information Center)

ECR (Electronic Court Records)

PROMIS (Prosecutor's Office Information System)

Microsoft Office Suite

FBI Teletype

DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

COMPREHENSION

Articulating and comprehending information in conversations

Frequently while interviewing defendants, victims and families in person and via telephone.

Health Care Provider initial here if the above activity is restricted_____

Reading, comprehending, and using written materials

Continuously while reviewing and researching information relevant to defendants, victims and families via use of various computer programs or written materials. The employee needs to be able to decipher computer codes to ensure proper releases.

Health Care Provider initial here if the above activity is restricted_____

Understanding and solving problems involving math and using the results

Rarely to occasionally while explaining potential sentencing outcomes to defendants.

Health Care Provider initial here if the above activity is restricted_____

Using technology/instruments/tools & information systems

Continuously while utilizing various computer systems and software applications to enter and research information in regard to defendants, court cases, victims and families.

Health Care Provider initial here if the above activity is restricted_____

REMEMBERING

Remembering spoken instructions

Continuously while following procedures provided orally by the supervisor to ensure the accurate release of defendants.

Health Care Provider initial here if the above activity is restricted_____

Remembering written instructions

Continuously while following written procedures and laws in reference materials to ensure the accurate release of defendants.

Health Care Provider initial here if the above activity is restricted_____

Remembering visual information

Rarely remembering physical descriptions of defendants and victims.

Health Care Provider initial here if the above activity is restricted_____

Recalling information incidental to task at hand

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to remember specific details of the charges against defendants and

jurisdictional implications. The employee also needs to remember information provided by the defendants so that it can be researched accordingly.

Health Care Provider initial here if the above activity is restricted _____

Memorizing facts or sequences

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to memorize procedures in order to fully investigate each case and identify potential errors/contradictions.

Health Care Provider initial here if the above activity is restricted _____

Remembering simple instructions

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to remember simple instructions such as where to find information on the computer in order to ensure that the application processes have been completed accurately.

Health Care Provider initial here if the above activity is restricted _____

Remembering detailed instructions

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to remember detailed instructions when addressing complex defendant release situations, such as multiple offenses, warrants and concurrent charges.

Health Care Provider initial here if the above activity is restricted _____

LEARNING & PROCESSING

Effectively learning and mastering information from classroom training

Rarely to occasionally while attending a two-week training at the Washington State Criminal Justice training facility. The employee may have to attend ongoing trainings as well.

Health Care Provider initial here if the above activity is restricted _____

Effectively learning and mastering information from on-the-job training

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to remember and follow simple and complex instructions, learned through on the job training, in order to ensure accuracy of court recommendations.

Health Care Provider initial here if the above activity is restricted _____

Learning from past directions, observations, and/or mistakes

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to remember and follow simple and complex instructions in order to ensure accuracy of court recommendations. The employee needs to have ongoing learning from all aspects of the job.

Health Care Provider initial here if the above activity is restricted _____

Using common sense in routine decision making

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able use common sense in identifying potential inaccuracies, errors or contradiction regarding the release eligibility of defendants. The employee may interact with defendants who are deceptive or provide inaccurate/false information.

Health Care Provider initial here if the above activity is restricted_____

Recognizing and anticipating potential hazards and taking precautions

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to identify potential inaccuracies, errors or contradiction regarding the release eligibility of defendants. The employee also interacts with defendants who are hostile, intoxicated, mentally ill, deceptive or may provide inaccurate/false information.

Health Care Provider initial here if the above activity is restricted_____

Thinking critically and making sound decisions

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to identify potential inaccuracies, errors or contradiction regarding the release eligibility of defendants. The employee may interact with defendants who are deceptive or provide inaccurate/false information.

Health Care Provider initial here if the above activity is restricted_____

Integrating ideas and data for complex decisions

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to make complex decisions in identifying potential inaccuracies, errors or contradiction regarding the release eligibility of defendants. The employee needs to be able to decipher computer codes and compare to jurisdictional procedures in order to determine eligibility of release and to ensure accuracy of court recommendations.

Health Care Provider initial here if the above activity is restricted_____

Determining and following precise sequences

Occasionally while following procedures to ensure the accurate release of defendants. Some sequences must be precisely followed (such as procedures regarding assessing release and bail set in the laws) but the order of interview and research can commonly be changed in accordance with the preference of the employee.

Health Care Provider initial here if the above activity is restricted_____

Coordinating and compiling data and information

Continuously while entering information regarding the recommendations to the court for release on the personal recognizance of the individual.

Health Care Provider initial here if the above activity is restricted_____

Analyzing, synthesizing data and information

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to make complex decisions in identifying potential inaccuracies, errors or contradiction regarding the release eligibility of defendants.

Health Care Provider initial here if the above activity is restricted_____

TASKING & PLANNING

Performing repetitive or short-cycle work

Occasionally to frequently while asking similar questions to defendants when interviewing them as well as when researching a defendant's criminal background.

Health Care Provider initial here if the above activity is restricted_____

Working under specific instructions

Occasionally while following criminal researching procedures which are documented in reference materials.

Health Care Provider initial here if the above activity is restricted_____

Completing complex tasks

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to be able to make complex decisions in identifying potential inaccuracies, errors or contradiction regarding the release eligibility of defendants.

Health Care Provider initial here if the above activity is restricted_____

Directing, controlling, or planning for others as necessary for basic tasks

Occasionally while providing information to defendants, victims and families regarding procedures such as court dates and activities.

Health Care Provider initial here if the above activity is restricted_____

Directing, controlling, or planning for others as necessary for complex tasks

Occasionally while providing information to defendants, victims and families regarding procedures such as court dates and activities.

Health Care Provider initial here if the above activity is restricted_____

Multi-tasking

Continuously while researching criminal background information, answering the telephone and interacting with defendants and prisoners. The employee needs to be able to talk on the telephone and enter/obtain data on various computer programs on a regular basis. This position has regular interruptions and requires the ability to multitask.

Health Care Provider initial here if the above activity is restricted_____

Planning, prioritizing, and structuring daily activities

Frequently while triaging cases to ensure deadlines are met so that charges are not dismissed due to statute of limitations.

Health Care Provider initial here if the above activity is restricted_____

MAINTAINING ATTENDANCE AND AN ASSIGNED WORK SCHEDULE

Maintaining predictable and reliable attendance

Is necessary each work shift to ensure deadlines are met so that charges are not dismissed due to statute of limitations. It is also noted that the facilities are operational 24 hours per day, seven days per week and employees must be able to work a schedule that includes evenings, weekends and holidays and may be subject to mandatory overtime. Work schedule is subject to staffing needs of the department and collective bargaining unit bid process.

Health Care Provider initial here if the above activity is restricted _____

Being punctual

Is necessary each work shift to ensure cost avoidance and deadlines are met so that charges are not dismissed due to statute of limitations. It is also noted that the facilities are operational 24 hours per day, seven days per week and employees must be able to work a schedule that includes evenings, weekends and holidays and may be subject to mandatory overtime. Work schedule is subject to staffing needs of the department and collective bargaining unit bid process.

Health Care Provider initial here if the above activity is restricted _____

Taking rest periods at set times or only at times determined by breaks in job responsibilities

The employee is responsible to identify appropriate times for breaks, in accordance with business demand. There are certain times of the day where intake is busier and there are slower parts of the day when it is more conducive to taking a break. The employee may need to complete an interview or criminal research prior to taking a break.

Health Care Provider initial here if the above activity is restricted _____

Adjusting to a flexible schedule of work days and or shifts

Is necessary occasionally to ensure deadlines are met so that charges are not dismissed due to statute of limitations. It is also noted that the facilities are operational 24 hours per day, seven days per week and employees must be able to work a schedule that includes evenings, weekends and holidays and may be subject to mandatory overtime. Work schedule is subject to staffing needs of the department and collective bargaining unit bid process.

Health Care Provider initial here if the above activity is restricted _____

USE APPROPRIATE BEHAVIOR FOR A PROFESSIONAL WORK ENVIRONMENT

Receiving criticism and accepting limits appropriately

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to also appropriately receive criticism in order to continually improve and adapt to situations regarding the accurate release of defendants.

Health Care Provider initial here if the above activity is restricted_____

Maintaining emotional control and organization under increased stress

Continuously while interacting with defendants who may be hostile, angry, intoxicated or mentally ill. The employee also interacts with victims and families who may also be hostile, hysterical or verbally abusive. The employee needs to interact with all parties including judges, attorneys, coworkers, superiors, etc. while maintaining emotional control during stressful situations.

Health Care Provider initial here if the above activity is restricted_____

Maintaining socially appropriate affect, temperament, and behavior

Continuously while interacting with defendants who may be hostile, angry, intoxicated or mentally ill. The employee also interacts with victims and families who may also be hostile, hysterical or verbally abusive. The employee needs to interact with all parties including judges, attorneys, coworkers, superiors, etc. while maintaining emotional control during stressful situations.

Health Care Provider initial here if the above activity is restricted_____

Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to review their own work, sometimes without the presence of a supervisor, in order to continually improve and adapt to situations regarding the accurate release of defendants.

Health Care Provider initial here if the above activity is restricted_____

Working independently and/or unsupervised

Continuously while following procedures to ensure the accurate release of defendants. The employee needs to review their own work, sometimes without the presence of a supervisor, in order to continually improve and adapt to situations regarding the accurate release of defendants.

Health Care Provider initial here if the above activity is restricted_____

Adapting to frequent interruptions, changes in priorities, or changes in work location

Continuously while researching criminal background information, answering the telephone and interacting with defendants and prisoners. The employee needs to be able to talk on the telephone and enter/obtain data on various computer programs on a regular basis. This position has regular interruptions and requires the ability to multitask.

Health Care Provider initial here if the above activity is restricted_____

Responding effectively to emergency situations

Continuously while working in a jail setting with potential exposure to convicted criminals. Physical confrontations and medical codes are common happenings within the correctional facility. The employee also regularly interacts with defendants who may be hostile, angry, intoxicated or mentally ill.

Health Care Provider initial here if the above activity is restricted _____

ENVIRONMENTAL FACTORS

Work is performed in an office as well as a correctional facility setting with direct interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an occasional basis.

The noise level is _____ **HCP Initials if Restricted**
 Approximately 40-90 decibels. The noise is caused by inmates. _____

Work environment may include the following exposure(s): **HCP Initials if Restricted**
 Non-weather related temperatures above 75 degrees: Rare _____
 Fumes: Occasionally _____
 Odors: Frequently _____
 Moving mechanical parts: Occasionally _____
 Working in high, exposed places: Rare _____

POTENTIAL MODIFICATIONS TO JOB

None identified.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

- ☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

- ☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date